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**CENTRAL REGIONAL COUNCIL ON WORKFORCE SERVICES**  
**Department of Workforce Services**  
**1385 South State Street, Salt Lake City, Utah 84115**  
**Monthly Meeting Minutes**  
**Thursday, January 26, 2006**  
**12:30 p.m.**

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Presiding: Greg Diven, Chair

Present: Allan Ayoub, LaRay Brown, Dale Carpenter, Jennifer Carroll,  
Aida Castrillo, Charles Daud, Linda Fife, Norman Fitzgerald, John Hill,  
Paul Jackson, Parley Jacobs, Commissioner Colleen Johnson,  
Douglas Johnston, Nancy Malecker, Jill Merritt, Akilah Messado,  
Jon Pierpont, Steven Rosenberg, Kevin Schofield, Louie Silveira,  
Karen Silver, Susan Smith, Kerry Steadman, Russ Thelin,

Absent: Melva Sine

Excused: Ron Andersen, Ben Graham, Edith Fauver, Dr. Steven Ronnenkamp,  
Julie Zimmerman

Guests: Todd Brightwell-EDCU, Dale Brockbank-US DOL Vets,  
Don Uchida-USOR and Mike Richardson-DWS

Staff: Karla Aguirre, Rebecca Anderson, Kim Auburger,  
Tara Connolly, Steve Leyba, Diane Lovell, Laurel Morris, Mary Peterson,  
Billie Smith, Yvette Woodland

**Call to Order, Announcements & Opening Business**

Chairman Greg Diven called the meeting to order at 12:30 pm. Aida Castrillo-Health Department, (replacing Bev Graham), and Susan Smith-Manpower were introduced as two candidates for membership. Mr. Diven then recognized Bev Graham for her involvement and work with the Council and her participation on the Ad Hoc Health Care Committee and the Basic Needs Committee. A plaque honoring Ms. Graham for her time and effort was displayed and Mr. Diven extended well wishes to her in her new assignment.

At the last State Council meeting the success of the roundtables held within Central Region were noted. Mr. Diven offered assistance to other regions that may need help and guidance in holding roundtables. The North Region asked Mr. Diven to provide a presentation on March 15, 2006 regarding our experience in getting businesses involved in the process. Steve Maas and his staff will accompany and assist Mr. Diven with this presentation.

Mike Richardson's presentation was moved up on the agenda to accommodate his schedule. He provided a status update on the 2006 Proposed Utah Legislation and

Appropriation Requests. A hand-out summarizing his remarks is attached to these minutes.

Karen Silver commented that it was her understanding that the Department of Health-Utah Clicks has the capability to take applications and it appears that eRep may be somewhat duplicative.

Mr. Richardson explained that eRep and Utah Clicks are interactive. Utah Clicks is a registration program and eRep is more a “management” system that can “calculate” and determine a user’s benefit eligibility for multiple programs.

Regarding national legislation, Mike Richardson indicated:

- Reauthorization didn’t happen but a reconciliation bill should be signed by January 31.
- Funding will remain flat, at the 1996 level.
- Bonuses are eliminated in the national legislation which means an automatic \$3.7M cut for Utah – a real concern.
- Participation requirements remain at 30 hours.
- It doesn’t look like Utah will receive caseload reduction credit.

All the work that has taken place on Worksite Learning and other things from Central Region is critical. Fifty percent of our customers need to be in those experiences that count, such as; working and in training for the time periods that count, which increases the need to be more aggressive in this area.

Mr. Richardson noted that there is a concern about the increasing need for child care support. Incentive funds used as matching funds have gone away with the new legislation. Discussions are taking place with Human Services on this matter.

Related discussion followed and concerns were expressed regarding the impacts of various legislative measures; however no official action was taken.

Greg Diven then introduced Billie Smith-South County Employment Center Manager. Ms. Smith shared a hand-out of highlights from South County and noted the positive and generous spirit in which staff contributes. Most recently, in a region wide service project to collect clothing for veterans and their family members, South County took 1<sup>st</sup> place in the amount of donations.

Ms. Smith also noted the recent shift of the 84123 zip code increased the number of new applications at South County from an average of 734 per month to an average of 927 per month.

Chairman Diven thanked Billie Smith for her willingness to host all of the Roundtables, which are routinely held at the South County Employment Center.

### **Regional Director's Report**

Jon Pierpont, Regional Director provided information on the following items:

- 1. General Assistance (GA) Caseload Reduction/ Specialization.** Because of the GA budget situation, less funding is available to support the General Assistance (GA), single adult customers. Central Region recently implemented a special effort to look closely at our GA cases and as a result, 311 cases have been closed for a variety of issues since August. We also proposed to the Senior Management Team the idea of having Employment Counselors “specialize” in specific programs rather than perform as “generalists” across multiple programs and funding streams. The proposal was received favorably and Central Region has been asked by the Executive Director’s office to pilot a specialization program.
- 2. One Stop - Homeless individuals and families** –Central Region was asked to conduct research and look at the feasibility of establishing a One Stop Model to serve homeless individuals and families. Of the sites looked at around the country, the Homeless One Stop in Mesa Arizona appears to be one of interest. We plan to have a report and proposal ready for discussion by April 1<sup>st</sup>.
- 3. Family Employment Program (FEP)** – A handout outlining the FEP participation for Central Region was distributed detailing key increases in participation. All Employment Centers have made significant improvements in participation rates and are working to achieve the target of 50 %.
- 4. Additional \$128,748 WIA Youth Funds for Central Region** - Three regions have offered portions of their youth allocation to Central Region. As a result, we will receive an additional \$128,748 in youth training funds.
- 5. Business Service Center (BSC) Upcoming events and Job Fairs** - We continue to exceed the on-line services goal of 50%. As of December 31, 2005 Central Region achieved 51.11%, which is above the State average of 29.66%.

Mr. Pierpont distributed a copy of handouts from Laurel Morris, Manager Business Services with information about upcoming events. Key events include:

- a. General Job Fair at the Valley Fair Mall on February 23, 2006 from 10:00 am to 3:00 pm.
- b. Second Chance Job Fair for ex-offenders at the Salt Lake County Complex on March 21, 2006 from 10:00 am to 2:00 pm

Greg Diven noted the excellent job that is being done within Central Region and commended Mr. Pierpont for his efforts in looking for ways to improve.

## **Consent Agenda**

**Chairman Diven asked for two motions:**

- A. Ratification of the November 17, 2005 Council Action Items from the September 22, 2005 and November 3, 2005 Executive Committee Meetings. Russ Thelin motioned to approve. Norm Fitzgerald seconded the motion. All voted “Aye”. The motion carried.**
- B. Approval of the minutes from the November 27, 2005 Regional Council Meeting and the December 9, 2005 and January 5, 2006 Executive Committee Meeting minutes. Norm Fitzgerald motioned to approve. Karen Silver seconded the motion. All voted “Aye”. The motion carried.**

## **Executive Committee Report & Recommendations**

Chairman Diven noted that he has met with Dr. Rolfs and SHRM regarding the Bird Flu Pandemic and employer preparedness. Mr. Diven referred to Tab 3 in packets for a copy of the check list and additional information regarding this topic. He noted the concern for getting this message out.

In addition, Jill Merritt distributed a copy of a draft letter to employers regarding the Avian Flu Pandemic and a copy of the Workforce Pandemic Preparedness article to appear in the statewide newsletter for Human Resource professionals. Ms. Merritt requested Council to make one correction to the article regarding the location of the presentation. It will take place on March 7, 2006 at the Sheraton rather than the SL Hilton.

Jill Merritt also noted that the State Department of Health will provide speakers at SHRM Chapter meetings throughout Utah during the next few months. Greg Diven extended his thanks to Jill Merritt and Laurel Morris for their help in the preparation of this information.

Chairman Diven indicated that the location for the April 27, 2006 Regional Council Retreat has not yet been confirmed. Copies of the book “The Bottom Line on Integrity” by Quinn McKay, the keynote speaker, have been purchased for all members to read before the Retreat.

Greg Diven reminded Council members to each contact two employers regarding the Worksite Learning Challenge to Membership. Most members have received a packet to help with this task. Those that hadn’t were asked to contact Ms. Lovell.

## **New Member Nominations**

The Executive Committee is recommending three nominees for membership. Chairman Diven reminded the Council that all appointments must be approved by the Tooele County Commission and the Salt Lake County Council. The nominees are:

- A. Aida Castrillo – Health Department (replacing Bev Graham) – this is a statutory, non-voting seat)**

- B. Ben Graham – Staker & Parson Companies (Large Business)
- C. Susan Smith – Manpower Inc. (Large Business)

Aida Castrillo and Susan Smith made remarks. Ben Graham was not in attendance due to a prior commitment. Greg Diven also noted that Jennifer Carroll has been serving on Council, formerly representing Nicholas Foods. She will remain on the Council, now representing EG&G.

**Allan Ayoub moved the Council approve Aida Castrillo as a member of Central Region Council. Doug Johnston seconded the motion. All voted “Aye”. The motion passed.**

**Norman Fitzgerald moved that Ben Graham be accepted as a member of Central Region Council. Jennifer Carroll seconded the motion. All voted “Aye”. The motion passed.**

**Charles Daud moved that Susan Smith to be accepted as a member of Central Region Council. Jill Merritt seconded the motion. All voted Aye”. The motion passed.**

Chairman Diven remarked that all Council seats are now filled.

#### **Committee Reports & 2006 Strategic Plan Updates**

Basic Needs - Karen Silver reported that the Basic Needs committee continues to work on Immigrant and Older Worker Services. Ms. Silver also referred council to the Help Desk report under Tab 3 and noted that fewer requests for assistance were made this year.

Ms. Silver then shared a success story about a customer who learned about a UTA job, following a suggestion by Nancy Malecker that job announcements be distributed to all community-based organizations. The customer learned about the job at CAP and is now in training to become a UTA bus driver.

Facilities – Norm Fitzgerald met with the Central Region facilities liaison, Rebecca Anderson and long-range planning for facilities was discussed.

Marketing – Kevin Schofield referred to information under Tab 6 for areas of support from the Marketing Committee

Training & Development – Linda Fife reported on the following:

- Appeal – Certified Careers Institute (CCI) – CCI’s request to add a Dental Assisting Program was denied by the Executive Committee in December due the high costs of the program and lack of placement data. CCI representatives presented their appeal to the Committee and offered justification for the program costs, etc. The Committee has approved other programs under these same circumstances and had no supporting data available to fall back on; therefore, the Committee recommended approval of CCI’s Dental Assisting Program.

- Two training provider applications were reviewed: CR England and Clarus Medical Center. Clarus Medical Center was recommended for approval.
- The Committee recommended that CR England's application be deferred as the materials were not complete and a representative was not available from CR England to answer questions.

**Jennifer Carroll motioned to approve CCI's request to add the Dental Assisting Program to DWS' list of approved programs. Norman Fitzgerald seconded the motion. Karen Silver voted "Nay". The majority voted "Aye". The motion passed.**

**Jennifer Carroll motioned to approve Clarus Medical Center as a new Training Provider. Karen Silver seconded the motion. All voted "Aye". The motion passed.**

Karla Aguirre introduced Tara Connolly who will be involved in overseeing the statewide initial Training Provider Application and Approval Process effective February 1, 2006.

Tara Connolly shared that her role will consist of collecting and compiling data statewide to ensure consistency within the regions. Ms. Connolly also shared that a request has been submitted for a computer change to be able to track if providers are successful in their programs. Also, the capability to search in different categories rather than only alphabetically will take place. These systems upgrades should be completed sometime in July. If you have any recommendations or suggestions for this process, please let Ms. Connolly or Diane Lovell know.

Youth Council – Paul Jackson referred Council to Tab 6 and reported that a ½ day retreat was held on December 5, 2005 at which time the following four sub-committees updated the Strategic Plan.

- Alternative Education – James Andersen, Chair
- Performance/Contract Compliance – Dave Melville, Chair
- Targeted Industries – M. Ali Wilkinson, Chair
- Youth Activities/Partnerships – Sheri VanBibber, Chair

Mr. Jackson also referred to the Quarterly WIA Performance Measures report under Tab 8. In addition, an update of the Training & Supportive Services Obligations and Expenditures was provided. Paul Jackson asked the Council for more industry involvement on the Youth Council.

#### **Executive Roundtable – 10/25/2005 Automotive Roundtable Update**

Chairman Diven referred the Council to a summary of the Automotive Roundtable outcomes under Tab 7. The target date for implementation of the new, articulated automotive curriculum is fall of 2006.

Construction is the next target industry. Initial planning is underway and the week of March 27<sup>th</sup> is targeted for the first Construction roundtable. The next planning meeting is

scheduled on February 9, 2006 at 1:15 pm. Anyone interested in being involved with this roundtable, should contact Greg Diven or Diane Lovell.

### **Veterans Services Presentation**

Dale Brockbank, Director DOL Veterans Employment and Training Services distributed a handout and provided a presentation on Veterans Services and the following topics:

- Intensive Services
- Employment Exchange Services (Core Services)
- Outreach
- Capacity Building of Other Services Providers
- Advocacy for Veterans' Employment and Training
- Business Services/Job Development
- Capacity Building of Other Services Providers
- Employment Exchange Services (Core Services)

A link to the DWS website for Veterans Services was made available at <http://jobs.utah.gov/jobseeker/veterans/>. A listing of Veterans Representatives for DWS Central Region was also provided.

### **Old Business**

There was no old business to discuss.

### **New Business**

There was no new business.

### **Public Comment**

There was no public comment.

Chairman Diven adjourned the meeting at 2:25 pm.

Attachment: 2006 Legislative Briefing